EMERGING PRACTICES IN CHILD ABUSE AND NEGLECT PREVENTION

Effective Programs
and
Innovative Programs

Nomination Procedures and Application

ADMINISTRATION FOR CHILDREN AND FAMILIES
ADMINISTRATION ON CHILDREN, YOUTH AND FAMILIES
CHILDREN'S BUREAU
OFFICE ON CHILD ABUSE AND NEGLECT

Emerging Practices in the Prevention of Child Abuse and Neglect

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EMERGING PRACTICES IN CHILD ABUSE AND NEGLECT

I.   OVERVIEW

The Children's Bureau's Office on Child Abuse and Neglect (OCAN) announces a new and exciting initiative entitled *Emerging Practices in Child Abuse and Neglect Prevention*. In partnership with the prevention community, OCAN, with the assistance of Caliber Associates, is conducting a comprehensive review of child abuse and neglect prevention initiatives around the nation. The overarching objective of this review is to achieve a greater understanding of the kinds of programs and initiatives that operate today across the country in the child abuse and neglect prevention field, which, particularly over the last decade, has become increasingly active, complex, and interconnected with other fields of inquiry (e.g., substance abuse, juvenile delinquency).

Child abuse and neglect prevention today includes a broad spectrum of programs and services, including parent education, home visitation, respite care, support groups, mentoring, child personal safety education, family resource centers, media campaigns, and policy advocacy campaigns. Programs may target the general population with the goal of facilitating prevention through awareness and marriage/family strengthening, and/or may target specific populations at risk for child abuse/neglect with the goal of reducing the factors placing them at risk.

These programs operate on budgets that draw on funding streams that may include federal, state, and local sources. There are models with lengthy histories that operate at multiple sites, some of which are known nationally and internationally, but there are also programs that are small and newer, for which little is known at all. As programs have proliferated in both type and number, the need for reliable information on program effectiveness becomes more acute. Some programs have been subject to evaluation, using an array of designs and methods, while others have yet to collect data on program effectiveness.

This initiative will focus on two major categories of programs:

- Effective programs and initiatives that have shown positive prevention outcomes, which can be organized in two tiers as follows:

    - *Demonstrated Effective* programs, where experimental research designs have been employed that generated positive, conclusive outcomes

    - *Reported Effective* programs, where quasi-experimental or non-experimental methods have been employed that have generated positive, but not necessarily conclusive/deterministic, outcomes.

- Programs that are newer and innovative, that have overcome a particular challenge through innovative methods or programs that are showcasing a new and creative method of prevention that is based soundly in research.

The reviews will together provide a clearer picture of current prevention efforts. Thus, the practical outcome of this project is to summarize current directions in child abuse and neglect prevention programming, and then share with the field the best available information on emerging and promising practices.

II.   REVIEW AND SELECTION OF PROGRAMS

All nominations received by the due date will undergo an initial screening by Caliber staff. The initial screening will identify whether the nomination packet contains all the required pieces of information from the Nomination and Application procedures. Nominations with incomplete or erroneous information will be rejected and will not be made available for review. Each nomination accepted will be sorted into three major categories for review: a) Demonstrated Effective Programs, Tier 1; b) Reported Effective Programs, Tier 2; and c) Innovative Programs. Eligibility for Tier 1, Demonstrated Effective Programs, will be based on design characteristics, to include experimental frameworks utilizing random assignment of participants to experimental and control groups. Each of these tracks is described in more detail below.

Track 1: Effective Programs

The number and diversity of child abuse and neglect programs requires that the nomination of programs under this track be made by experts in the field of child abuse

and neglect prevention who are most qualified to identify effective programs. Therefore, under Track 1, child abuse and neglect professionals will act as an important filter by narrowing the focus of the examination to programs with available evaluation data that provide evidence of their effectiveness in reducing child maltreatment.

The purpose of the Track 1 review is to determine which existing programs or initiatives are most effective in reducing child maltreatment or in improving on the risk and protective factors associated with child maltreatment. **Tier 1, for *Demonstrated Effective* Programs**, is restricted to programs that have undergone rigorous evaluation using an experimental research design (i.e., random assignment to experimental and control groups). Programs that have undergone evaluation using any other design type should be nominated under **Tier 2, for *Reported Effective* Programs**. Programs with reported process outcomes only (e.g., numbers of families served or units of services provided) are not encouraged to submit.

Nominators are asked to determine the appropriate tier in which to nominate a program and specify in the nomination application. Submission requirements are otherwise essentially the same.

Track 2: Innovative Programs

Not only does the field of child abuse and neglect prevention include programs that have demonstrated their effectiveness through rigorous evaluation, it also includes younger programs that have not yet had a chance to be fully evaluated but that have noteworthy accomplishments. For the latter programs, OCAN has devised the Innovative Programs track. This review will highlight programs that have overcome barriers to success, have dealt extremely well with a particular problem, or are showcasing an exciting new research-based initiative in prevention. OCAN recognizes that the child abuse and neglect prevention field, as a whole, is not as developed in terms of research compared to other professional fields. OCAN also recognizes that this field is full of noteworthy programs that are doing wonderful things in prevention. The results of this review will educate us about strategies for overcoming barriers and obstacles to success and about new strategies for preventing child abuse and neglect.

Once nominations have been assigned to the appropriate category for review, Caliber staff will create Program profiles and Research profiles, where appropriate, for each nomination submitted and accepted. The purpose of these profiles will be to extract the necessary information for the Peer Review Panel and present it in a way that is standardized for all nominations submitted and accepted. Program profiles will include

sections about the program goals and objectives, program activities and services, staffing, target population, and other basic information about the program. The Research profiles will include sections that identify the details of the research methodology and evaluation findings. The Program and Research profiles, distilled from the entirety of the completed nomination and supplemental reports, will be compiled and given to the panel for review.

This preliminary step is intended to systematize the information—boiling it down to the crucial elements—and to ensure an efficient and consistently uniform review. The only disposition that will be reached at this point is whether or not each submitted nomination is complete in terms of the submission requirements; no judgments about the actual *quality* of the nomination will be rendered prior to the peer review.

Once this has been completed, Caliber and OCAN will prepare for the actual peer review process. The Peer Review Panel will be instructed to utilize a standardized tool to assess the quality and effectiveness of the programs using the data from the Program and Research profiles.

The Nomination Process

The nomination application packet for the Emerging Practices in Child Abuse and Neglect Prevention Project is designed specifically to seek out programs that demonstrate results in terms of research-based effectiveness or that have used innovative or creative approaches in prevention programming. In the application packet, nominators will find information on the criteria for program nomination, as well as the specific submission requirements and procedures.

Each applicant will receive a letter of acknowledgment once a completed application is submitted. Each completed application will be examined by an objective team. For applications in the first tier of Track 1, the team will confirm the required design elements (i.e., experimental design with random assignment to experimental and control groups). For applications in the second tier of Track 1, the team will sort applications by design type (e.g., non-random comparison, pre-post, participant satisfaction) and review the conclusions drawn. The Peer Review Panel will review each nomination in the context of strength of design characteristics, as well as potential threats to internal and external validity and reliability, and examine the conclusions drawn.

It is critically important to note that the objective here is not to render judgments and exclude programs from this process, but rather to document and describe the state of the field with respect to program types and what is known in terms of program

effectiveness. It is possible, however, that an application will be rejected because it is not responsive to the requirements. In such cases, the applicant will be notified in writing.

For applications in Track 2, the team will document and describe the operational characteristics of all the programs and initiatives for which applications were submitted. The team, on its own judgment, may choose to specifically highlight programs that may be particularly noteworthy or interesting to the field.

Please refer to the **Specific Rules and Guidance for All Nominators** on page 7 for more information about eligible nominators and rules for nomination.

III.   PRODUCTS

The Office on Child Abuse and Neglect anticipates that this initiative will offer new insights regarding current child abuse and neglect prevention programming. The initiative is expected to culminate in a publication suitable for widespread dissemination that summarizes the nominated programs and initiatives, and that provides an objective, professional context for information on program effectiveness.

SPECIFIC RULES AND GUIDANCE FOR ALL NOMINATORS

1. Nominators of programs under Track 1 <u>cannot</u> be current employees of the programs they wish to nominate. There are no such restrictions by employment status under Track 2. Self-nominations, therefore, are accepted for Track 2 only.

2. Nominators may nominate no more than two programs under Track 1 and two programs under Track 2 for a total of four nominations per nominator.

3. For a program to be considered under both Track 1 and under Track 2, two separate nominations must be sent in (though they may be from the same individual).

4. Nominators may only nominate primary or secondary prevention programs.

5. The nomination manual is available on-line through a link with the National Clearinghouse on Child Abuse and Neglect Web site (http://www.calib.com/nccanch/prevmnth/nominate).

6. Nominators may submit their nominations on line (except for the cover sheet and references) at the National Clearinghouse on Child Abuse and Neglect Web site (http://www.calib.com/nccanch/prevmnth/nominate).

7. Please discuss plans for nomination with necessary program administrators and other stakeholders as a collaborative relationship with the program director and references are necessary to complete the nomination process (nominator and program director signatures are required on the cover sheet).

8. Nomination packets will not be reviewed until the cover sheet is received with signatures from both the nominator and the program director.

9. A program nomination will not be considered <u>complete</u> until all of the following are received:

   - Nomination document narrative (if not submitting on-line we must receive an electronic copy on disk),
   - Cover sheet with original signatures from nominator and program director,
   - 3 original, signed reference forms,
   - Submission form (can be completed on-line when submitting through the web or sent in with a hard copy submission).

10. Please ensure that anything submitted through hard copy or electronic form has the name of the nominator, the name of the program being nominated, and the point of contact at the program. This will ensure that all applications are kept together.

11. Please ensure that all <u>complete</u> nominations are received at Caliber Associates by **5:30pm on August 15, 2002**. Nomination packets completed or received after that date will not be reviewed.

TRACK 1:
EFFECTIVE PROGRAMS

NOMINATION AND APPLICATION PROCEDURES

TRACK 1: EFFECTIVE PROGRAMS

I.   INTRODUCTION

An important objective of the nomination process for the Effective Programs track is to identify programs within the field of child abuse and neglect prevention that are exemplary in terms of effectiveness in decreasing child abuse and neglect and its precursors. Child abuse and neglect professionals will act as an important filter in narrowing the focus of the examination to programs with available evaluation data demonstrating their effectiveness in reducing child maltreatment. Nominators are invited to nominate other programs that they feel demonstrate research-based effectiveness in preventing child abuse and neglect. An extensive collaborative relationship between the nominator and the program is necessary for completion of the nomination application; therefore, nominators may nominate no more than two programs for consideration under the Effective Programs track. Nomination packets and materials will be available to the field on-line at the National Clearinghouse on Child Abuse and Neglect website (http://www.calib.com/nccanch/prevmnth/nominate). This section outlines the nomination process, rules, and procedures for the Effective Programs track.

II.   TIME TABLE FOR NOMINATION PROCESS

- **June 15, 2002** - Announcements/Nomination packets distributed

- **August 15, 2002**- Deadline for Nomination packets to be submitted and received at Caliber Associates

III.   NOMINATORS

Professionals in the field of child abuse and neglect are invited to nominate up to two programs that they believe meet the nomination criteria (outlined below). Only persons outside of the program may submit a nomination for that program. When nominating a program, remember that a close collaborative working relationship between the nominator and the program will be required to complete the nomination process, as both the nominator and the program director must sign the Nomination Cover Sheet. By signing the Nomination Cover Sheet, both the nominator and the program director acknowledge that all the information contained in the application is correct. We

encourage you to discuss plans for nomination with necessary program administrators and other stakeholders.

Only the first two nomination applications received from each nominator will be accepted for review. Please ensure that applications are sent in by the deadline specified above, as any nomination application received after 5:30 pm on **August 15, 2002** will not be reviewed.

IV.   NOMINATION CRITERIA

For both the *Demonstrated Effective* and the *Reported Effective* tiers within Track 1, programs must meet the following criteria to be nominated:

- ■ The program must be primarily focused on: 1) the prevention and reduction of child abuse and neglect, or 2) reducing a risk factor or building a protective factor associated with child maltreatment.

- ■ The program must be considered a primary or secondary prevention program.

- ■ The program must be able to document and demonstrate success in achieving the above outcomes, by providing written evaluation reports/articles or other documents.

- ■ The program, through evaluation, must have documented sustained, positive effects on: 1) increasing one or more protective factors associated with preventing child maltreatment; 2) reducing one or more risk factors associated with child maltreatment; 3) decreasing child maltreatment (sexual, physical or emotional); or 4) increasing child personal safety and well being.

- ■ The program must be able to provide at least three references, including contact information, using the Reference Forms included in this packet .

- ■ The program must be willing to cooperate and work collaboratively with the nominator, Caliber Associates, and the Office on Child Abuse and Neglect throughout the duration of this project.

■ The program must be willing to host a site visit with Caliber Associates staff, so that more in-depth information about the program can be gathered from program staff and possibly from clients (when appropriate).

If the program meets the above criteria, nominators are to determine the appropriate tier in which to submit the program nomination as follows:

■ Eligibility for the *Demonstrated Effective* tier is restricted to programs for which positive outcomes have been shown through experimental research designs using random assignment to experimental and control groups. All other program nominations should be submitted under the *Reported Effective* tier. Programs with reported process outcomes only (e.g., numbers of families served or units of services provided) are not encouraged to submit.

V.   APPLICATION PROCEDURES

The nomination process will be a collaboration between the nominator and the program being nominated. The final nomination packet may be returned to Caliber Associates through on-line form, however, the Cover Sheet and references with original signatures must be returned to Caliber Associates in hard copy form.

■ Nomination packets can be obtained from the National Clearinghouse on Child Abuse and Neglect website (http://www.calib.com/nccanch/prevmnth/nominate).

■ The completed application for the Effective Programs track must include:

— An original, signed Cover Sheet (included in this packet),
— Three original, signed Reference Forms (included in this packet),
— Submission form – completed on-line or sent in through hard copy ,
— The narrative application which adheres to the guidelines set forth below (must include at least one electronic copy either through submission on-line or through providing a copy on disk).

■ Please ensure that every separate part of the application submitted to Caliber Associates is labeled with the program nominator's name, the program's name, and the name of the point-of-contact at the program.

■ *Nomination applications for the Effective Programs track are due August 15, 2002. All parts of the nomination application must be in by this date or the nomination will not be considered!* Some parts of the nomination application may be submitted on-line at National Clearinghouse on Child Abuse and Neglect website (http://www.calib.com/nccanch/prevmnth/nominate), however **nominators must also submit the original signed, completed Cover Sheet and references to**:

> Caliber Associates
> Attn: David Thomas
> 10530 Rosehaven St., Suite 400
> Fairfax, VA 22030

VI. APPLICATION GUIDELINES

To nominate a program under Track 1: Effective Programs, nominators must submit an application that provides a description of the program, as well as its proven results in decreasing child maltreatment and/or its precursors. Please follow the guidelines below to prepare nomination applications:

■ All applications should be **typed**, on only **one side of the paper**, with **1-inch margins**, and a **font size of at least 12 points**. All pages should be numbered and accounted for in the Table of Contents.

■ The total application should not exceed **12 pages**. The Cover Sheet, Abstract, Table of Contents, Reference Forms and any attachments are not included in the 12 page limit. Applications may contain fewer pages as long as all application elements are addressed.

■ The only attachments allowed are one copy each of evaluation reports, published evaluation articles, or other evaluation documents which will support claims of program effectiveness as determined through rigorous evaluation. These documents must have been prepared within the past three years. Attachments other than those specified will not be reviewed.

■ Please note that the application Cover Sheet requires the signatures of both the nominator and the director of the nominated program. By signing the

Cover Sheet, both parties affirm that they have read the application and acknowledge that all information contained in the application is accurate.

VII. THE PAPERWORK REDUCTION ACT OF 1995 (P.L. 104-13)

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) Control Number. Public reporting burden for this collection of information is estimated to average 8 to 10 hours per Application response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

In accordance with the Paperwork Reduction Act of 1995 (Pub. L.104-13), the information collection requirements in this Program Instruction have been approved through May 31, 2005 by the Office of Management and Budget under OMB Control Number: 0970-0238.

VIII. APPLICATION CONTENTS

The application must include the following information, in the order specified below:

- Cover Sheet;

- Abstract;

- Table of Contents;

- Program goals and objectives;

- Primary program activities and services;

- Program staffing;

- Target population;

- Evaluation methodology;

- Evaluation findings with a focus on the specific risk and protective factors associated with child maltreatment affected by the program;

- References;

- Logic model (if applicable);

- Attachments; and

- Submission form.

Each of these components is described in greater detail next.

1. Cover Sheet

The Cover Sheet is included in this nomination packet. On this sheet, include contact information for the nominator and the director of the nominated program. Both the nominator and director of the nominated program must sign this sheet. Signatures verify that the information contained in the application is accurate and complete. Applications will not be reviewed until the completed Cover Sheet is received.

2. Abstract

Each application must include an original abstract of no more than 200 words outlining:

- The overall mission of the program;

- Primary activities/services;

- The length and duration of the program;

- Program location and facilities; and

- Major evaluation findings.

In addition to the 200 words, and on the same piece of paper, contact information where the public can receive more information about the program must be provided. In the event that the nominated program is designated to be an Effective Program, this

abstract will be modified and used in publicly disseminated publications that result from this project.

3.   Table of Contents

Each application must include a table of contents that includes every section of the application.

4.   Program Goals and Objectives

This section should identify the program's mission, goals, and objectives. This section should also specify how the program addresses the problem of child abuse and neglect through prevention. Please address the risk and protective factors the program is intended to have an impact on and how that impact should manifest itself in terms of improving child safety and well being and preventing child abuse and neglect. The goals and objectives should specify:

■   What the program expects to achieve through the activities and services;

■   The time frame in which these achievements are expected to take place; and

■   The individuals/organizations/systems expected to be affected by the program's activities or services.

5.   Primary Program Activities or Services

In this section, please describe the activities and methods used by the program to achieve its goals and objectives. Applications should clearly describe the activities and services, including their scope, intensity, and duration. If programs use multiple strategies, each strategy should be described. In this section, applications should describe:

■   The activities, services, methods, etc. the program uses to address the risk and/or protective factors related to child maltreatment;

■   How the program operates in terms of structure and funding;

- How each activity or service addresses the risk and/or protective factors of child abuse; and

- The elements of the program that can be replicated or adopted by other communities and how that replication can be achieved.

6. Program Staffing

This section should describe the staff (paid staff, volunteers, and others) responsible for providing and overseeing the program's services and activities. Be sure to describe in detail:

- Staff positions, minimum qualifications, and associated responsibilities including each staff position's status as paid or un-paid and the number of hours per week that staff in those positions work;

- An estimated rate of staff turnover for the past year;

- The qualities that staff bring to the program which makes the program especially beneficial to the clients; and

- The types of training (ongoing and initial) that staff must undergo, including training on the cultural issues of the program's target population.

7. Target population

Describe the population (s) served by the program, by describing the specific characteristics of the population. Address the following questions:

- What target population(s) does the program serve (describe demographic and socioeconomic characteristics, risk and protective factors, cultural considerations, unique or special needs)?

- How is the population recruited and retained in the program?

- What are the most common obstacles that clients must overcome to be successful in the program? How do clients overcome these obstacles to be successful?

Please also provide a brief description of the community in which the program operates, including its cultural context.

8. Evaluation Methodology

In this section, please describe the methods used to conduct research to determine the effectiveness of the program in increasing one or more protective factors or decreasing one or more risk factors associated with child maltreatment. Applications must address the following:

- Research design -- what type of research design was used (i.e., experimental design, quasi-experimental design, non-experimental design)?

- Control group -- were data collected from a control or comparison group of similar clients who did not receive the program or who received different services?

- Random assignment – were clients randomly assigned to the program or to the control/comparison group?

- Data collection – what data collection tools were used and what were the data collection time points?

- Sample size – what was the sample size for the evaluation?

In addition, please provide a brief design critique, both in terms of known or potential threats to internal validity as well as limits on the generalizability of scientific findings.

9. Evaluation Findings

In this section, please describe the major outcomes, impacts, results, or changes in: 1) increasing one or more protective factors for child abuse and neglect; 2) reducing one or more risk factors for child abuse and neglect; 3) reducing actual child maltreatment incidents; or 4) increasing child personal safety and well being that can be attributed to your program. Be sure to include a description of the analysis methodology and specify the long-term, sustainable effects of the program if, in fact, evaluation data has provided evidence of such sustained effects.

10.   References

Each application must include three independent references from individuals who cannot be classified as staff members. References may come from organizations and government agencies with a professional relationship to the program (e.g. community partners, funding sources, other programs). References must be willing to provide contact information and must outline their relationships with the program. Each reference must also be willing to cooperate with Caliber Associates and OCAN in the event further contact is made with that person regarding the program nomination. Contact with references by Caliber Associates and/or OCAN should be anticipated.

11.   Logic Model/Planning Model (if applicable)

A logic model is a graphic representation of the current conditions that the program seeks to address, how the program addresses those conditions, and the anticipated outcomes of the methods taken to address those conditions. If the program has developed a logic model, please attach the model to the application as an attachment. Logic models should include the existing conditions that lead to a need for the program, the resources available to the program (inputs), the activities/services provided by the program, the expected outputs (i.e., number of clients served, number of activities conducted), and the anticipated initial, intermediate, and long-term outcomes.

12.   Attachments

One copy each of evaluation reports, published evaluation articles, or other evaluation documents, which support claims of program effectiveness, may be attached to the application. This attachment should be brief and not include extraneous information unnecessary to the review. If the document you wish to attach is part of a larger publication (i.e., a journal article), please send only the portion of the publication relevant to the program.

13.   Submission form

The submission form is included in this application packet and may be completed on-line when submitting the nomination application. If it is not possible for you to complete this form on-line, please include a completed copy in your submission package.

The submission form contains some brief background information as well as some information about the status of any evaluation being done on the nominated program.

TRACK 2:
INNOVATIVE PROGRAMS

NOMINATION AND APPLICATION PROCEDURES

TRACK 2: INNOVATIVE PROGRAMS

I.   INTRODUCTION

It is clear that many noteworthy programs designed to address child abuse and neglect may not yet have data available to demonstrate their effectiveness. The Innovative Programs track was developed to highlight programs that have been particularly creative in overcoming obstacles to program success or that have taken an innovative approach to prevention programming. Any individual with knowledge of a child abuse and neglect prevention program that meets the criteria for eligibility may nominate up to two programs for review as an Innovative Program. Nomination application packets may be obtained at the National Clearinghouse on Child Abuse and Neglect website (http://www.calib.com/nccanch/prevmnth/nominate). Before completing the nomination application, nominators should contact the programs directly to inform the program of their intent to nominate those programs, and to ensure the program's willingness to cooperate and collaborate in providing necessary information.

II.   TIME TABLE FOR NOMINATION PROCESS

- ■   **June 15, 2002** - Announcements/Nomination packets distributed

- ■   **August 15, 2002** - Deadline for Nomination packets to be submitted and received at Caliber Associates

III.   NOMINATORS

Any individual with knowledge of a child abuse and neglect prevention program that meets the criteria for eligibility may nominate up to two programs for review as an Innovative Program. When nominating a program, remember that a close collaborative working relationship between the nominator and the program will be required to complete the nomination process, as both the nominator and the program director must sign the Nomination Cover Sheet. By signing the Nomination Cover Sheet, both the nominator and the program director acknowledge that all the information contained in the application is correct. We encourage you to discuss plans for nomination with necessary program administrators and other stakeholders.

Only the first two nomination application packets received from each nominator will be accepted for review. Please ensure that applications are sent in by the deadline

specified above, as any nomination application received after 5:30 pm on **August 15, 2002** will not be reviewed.

IV.   NOMINATION CRITERIA

For the Innovative Program track, programs or initiatives must meet the following criteria to be nominated:

■   The program must be primarily focused on: 1) the prevention and reduction of child abuse and neglect, or 2) reducing a risk factor or building a protective factor associated with child maltreatment.

■   The program must be considered a primary or secondary prevention program.

■   The program must have done something particularly innovative or creative in its operation. For example:

—   Be able to identify a particular challenge or obstacle to success which was overcome and discuss how the program accomplished this,

—   Be able to identify a particularly difficult target population and how the program adapted its operations to meet clients' needs, or

—   Be able to discuss how this program is showcasing an innovative yet research-based method of child abuse and neglect prevention.

■   The program must be able to provide at least three references, including contact information, using the Reference Forms included in this packet.

■   The program must be willing to cooperate and work collaboratively with the nominator, Caliber Associates, and the Office on Child Abuse and Neglect throughout the duration of this project.

■   The program must be willing to host a site visit with Caliber Associates staff, so that more in-depth information about the program can be gathered from program staff and possibly from clients (when appropriate).

V. APPLICATION PROCEDURES

The nomination process will be a collaboration between the nominator and the program being nominated. The final nomination packet may be returned to Caliber Associates through on-line form, however, the Cover Sheet and references with original signatures must be returned to Caliber Associates in hard copy form.

- ■ Nomination packets can be obtained from the National Clearinghouse on Child Abuse and Neglect website (http://www.calib.com/nccanch/prevmnth/nominate).

- ■ The completed application for the Innovative Programs track must include:

  - — An original, signed Cover Sheet (included in this packet),
  - — Three original, signed Reference Forms (included in this packet),
  - — The Submission Form – completed on-line or sent in through hard copy,
  - — The narrative application which adheres to the guidelines set forth below (must include at least one electronic copy either through submission on-line or through providing a copy on disk).

- ■ Please ensure that every separate part of the application submitted to Caliber Associates is labeled with the program nominator's name, the program's name, and the name of the point-of-contact at the program.

- ■ *Nomination applications for the Innovative Program track are due <u>August 15, 2002.</u> All parts of the nomination application must be in by this date or the nomination will not be considered!* Some parts of nomination application may be submitted on-line at the National Clearinghouse on Child Abuse and Neglect website (http://www.calib.com/nccanch/prevmnth/nominate), however **nominators must also submit the original signed, completed Cover Sheet and references** to:

  > Caliber Associates
  > Attn: David Thomas
  > 10530 Rosehaven St., Suite 400
  > Fairfax, VA 22030

VI. APPLICATION GUIDELINES

To nominate a program under Track 2: Innovative Programs, nominators must submit an application that provides a description of the program, as well as a complete discussion of noteworthy accomplishments/activities. Please follow the guidelines listed below to prepare nomination applications:

- All responses should be **typed**, on only **one side of the paper**, with **1-inch margins,** and a font size of at least **12 points**. All pages should be **numbered** and accounted for in the table of contents (including appendices).

- The total application should not exceed **9 pages**. The Cover Sheet, Abstract, and Table of Contents, Reference Forms, and attachments are not included in the 9-page limit. Applications may contain fewer pages as long as all application elements are addressed.

- The only attachment allowed is one copy of a single publication of any kind that highlights the noteworthy accomplishment or activity for which the program is being nominated. This attachment should be brief and not include extraneous information unnecessary to the review.

- Please note that the application Cover Sheet requires the signatures of both the nominator and the director of the nominated program. By signing the Cover Sheet, both parties affirm that they have read the application and acknowledge that all information contained in the application is accurate.

VII. THE PAPERWORK REDUCTION ACT OF 1995 (P.L. 104-13)

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) Control Number. Public reporting burden for this collection of information is estimated to average 8 to 10 hours per Application response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

In accordance with the Paperwork Reduction Act of 1995 (Pub. L.104-13), the information collection requirements in this Program Instruction have been

approved through May 31, 2005 by the Office of Management and Budget under OMB Control Number: 0970-0238.

VIII.   APPLICATION CONTENTS

The application must include the following information, in the order specified below:

- Cover Sheet;

- Abstract;

- Table of Contents;

- Program goals and objectives;

- Primary program activities and services;

- Program staffing;

- Target population;

- References;

- Logic model (if applicable);

- Attachments; and

- Submission form.

Each of these components is described in greater detail next.

1.   Cover Sheet

The Cover Sheet is included in this nomination packet. On this sheet, include contact information for the nominator and the director of the nominated program. Both the nominator and director of the nominated program must sign this sheet. Signatures verify that the information contained in the application is accurate and complete. The program will not undergo the review process until the completed cover sheet is received.

2.   Abstract

Each application must include an original abstract of no more than 200 words outlining:

- ■   The overall mission of the program;

- ■   Primary activities/services;

- ■   Program location and facilities; and

- ■   Description of creative problem solving or innovative programming.

In addition to the 200 words, but on the same piece of paper, contact information where the public can receive more information about the program must be provided. In the event that the nominated program is designated to be an Innovative Program, this abstract will be modified and used in publicly disseminated publications that result from this project.

3.   Table of Contents

Each application must include a table of contents that includes every section in the application.

4.   Program Goals/Objectives

This section should identify the program's mission, goals, and objectives. This section should also specify how this program addresses the problem of child abuse and neglect through prevention. Please address the risk and protective factors this program is intended to have an impact on and how that impact should manifest itself in terms of improving child safety and well being and preventing child abuse and neglect. The goals and objectives should specify:

- ■   What the program expects to achieve through the activities and services;

- ■   The time frame in which these achievements are expected to take place; and

■ The individuals/organizations/systems expected to be affected by the program's activities or services.

5. Primary Program Activities or Services

In this section, please describe the activities and methods used by the program to achieve its goals and objectives. Applications should clearly describe the activities and services, including their scope, intensity, and duration. If programs use multiple strategies, each strategy should be described. In this section, applications should describe:

■ The activities, services, methods, etc the program uses to address the risk and/or protective factors related to child maltreatment;

■ How the program operates in terms of structure and funding;

■ How each activity or service addresses the risk and/or protective factors of child abuse; and

■ The elements of the program that can be replicated or adopted by other communities and how that replication can be achieved.

6. Program Staffing

This section should describe the staff (paid staff, volunteers, and others) responsible for providing and overseeing the program's services and activities. Be sure to describe in detail:

■ Staff positions, minimum qualifications, and associated responsibilities including each staff position's status as paid or un-paid and the number of hours per week that staff in those positions work;

■ An estimated rate of staff turnover for the past year;

■ The qualities that staff bring to the program which makes the program especially beneficial to the clients; and

- The types of training (ongoing and initial) that staff must undergo, including training on the cultural issues of the program's target population.

7. Target Population

Describe the population (s) served by the program, by describing the specific characteristics of the population. Address the following questions:

- What target population(s) does the program serve (describe demographic and socioeconomic characteristics, risk and protective factors, cultural considerations, unique or special needs)?

- How is the population recruited and retained in the program?

- What are the most common obstacles that clients must overcome to be successful in the program? How do clients overcome these obstacles to be successful?

Please also provide a brief description of the community in which the program operates, including its cultural context.

8. Noteworthy Accomplishments/Activities

In this section, describe the noteworthy activity or accomplishment that is the basis for the program's nomination. Please describe in detail the issue/problem at hand, the program's reaction to the issue/problem, and how the program has changed as a result of addressing this issue/problem. Please be sure to include enough detail in the description so that someone with no knowledge of the program will clearly understand the problem, the chain of events, and the impact that addressing the problem/issue had on the program.

9. References

Each application must include three independent references from individuals who cannot be classified as staff members. References may come from organizations and government agencies with a professional relationship to the program (e.g. community partners, funding sources, other programs). References must be willing to provide contact information and must outline their relationships with the program. Each

reference must also be willing to cooperate with Caliber Associates and OCAN in the event further contact is made with that person regarding the program nomination. Contact with references by Caliber Associates and/or OCAN should be anticipated.

10. Logic Model (if applicable)

A logic model is a graphic representation of the current conditions that the program seeks to address, how the program addresses those conditions, and the anticipated outcomes of the methods taken to address those conditions. If the program has developed a logic model, please attach the model to the application as an attachment. Logic models should include the existing conditions that lead to a need for the program, the resources available to the program (inputs), the activities/services provided by the program, the expected outputs (i.e., number of clients served, number of activities conducted), and the anticipated initial, intermediate, and long-term outcomes.

11. Attachments

One copy of a single publication of any kind that highlights the noteworthy accomplishment or activity for which the program is being nominated may be attached to the application. This attachment should be brief and not include extraneous information unnecessary to the review. If the document you wish to attach is part of a larger publication (i.e., a magazine article), please send only the portion of the publication relevant to the program. An attachment is not necessary and will only be used for supplemental information.

12. Submission Form

The submission form is included in this application packet and may be completed on-line when submitting the nomination application. If it is not possible for you to complete this form on-line, please include a completed copy in your submission package. The submission form contains some brief background information as well as some information about the status of any evaluation being done on the program.